

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

MAY 29, 2014

ADDENDUM 3

TO

REQUEST FOR PROPOSALS

NO. RFP-13-020-SW

CONSULTING SERVICES TO DEVELOP UNIFORM CHART OF  
ACCOUNTS (UCOA)

The following changes are made to the RFP:

1. A Call for Best and Final Offer is hereby made:

**The Best and Final Offer (BAFO) is due on June 10, 2014 at 10:00 am. The BAFO shall be submitted via HlePRO.**

In order to be considered for award Offerors must submit one of the following:

1. Submit letter indicating initial proposal is to be considered as the BAFO, together with the attached appropriate changes, corrections, and amendments.
2. Submit an entirely new proposal as BAFO. Offeror is required to submit a table with all the changes and/or track changes version of the proposal.

When submitting a BAFO, your BAFO shall include:

- a. Updated Cost Workbook.
  - i. Updated hours and costs based on a more efficient and effective approach per the Presentations and Discussions Agenda.
  - ii. Removal of Offeror Assumptions that have been clarified during Presentations and Discussions or in this Addendum.
  - iii. Updated Tasks 4 and 5 which are Optional using a T&M Not-to-Exceed Price model. The updated total costs for Tasks 4 and 5 cannot exceed those submitted in original Offer.
- b. Updated project organization and staffing (Offer Section 5.5) and approach (Offer Section 6.1.1.). Updates should be provided using track changes.

Offeror(s) are also reminded that any information discussed verbally or submitted in writing during the discussion phase shall be submitted in response to this call for BAFO in order to be considered as part of an Offeror's proposal.

2. **Change** Section 1.1 Introduction as follows:

1.1 Introduction

The State Procurement Office (SPO), on behalf of the Office of Information Management and Technology (OIMT) and the Department of Accounting and General Services (DAGS), is requesting proposals for consulting services to analyze and develop a Uniform Chart of Accounts (UCOA) for the State of Hawaii (State). The resulting Contract requires the Contractor to assess the State's current Chart of Accounts (COA) structure, and develop a draft UCOA design document. ~~Work with the State's Enterprise Resource Planning (ERP) "fit-gap" contractors, and finalization of the UCOA design document based on findings from work with the State's ERP "fit-gap" contractors are optional services which the State may at its sole discretion include in any Contract resulting from this RFP.~~ Award will result in a Contract for these consulting services to be used by DAGS.

3. **Change** Section 1.2 Contract Type as follows:

1.2 Contract Type

The State contemplates award of a Fixed Firm Price Contract for Tasks 1, 2, and 3, resulting from this Request for Proposal (RFP). The State shall consider inclusion of Time and Materials (T&M), Not-to-Exceed Prices, for Tasks 4 and 5, as part of the same Contract. However, the State reserves the right to request firm fixed price agreement options for Tasks 4 and 5 after acceptance of the draft UCOA design (Deliverable #5).

4. **Change** Section 2.2.3 Project Tasks and Activities, Task 2, as follows:

Task 2: Complete an initial assessment of the State's current COA structure and other accounting structures utilized by departments.

- Work with the State to review, analyze and understand the financial reporting process including, but not limited to all data that is ultimately rolled up for utilization in the CAFR, SEFA, departmental reporting, the annual budget and the annual audit process.
- Interview departments, divisions, agencies and any other State personnel identified in Task 1 to assess their specific requirements related to COA, identify those functions that are currently being utilized, identify those functions/criteria that are not currently available, feasible or functional, but would be desired in their operations. In order to minimize impact on State staffing resources and ensure the most efficient approach, the number of interview groups/entities in Task 2 should be limited to a maximum of 50. An interview group/entity can be a "department, division (e.g., DOT-airports), or group of departments." The State will provide current COA data from FAMIS and FMS in electronic format.
- Prepare an "inventory" of the various versions of COA that exist within the State's various financial structures/entities/departments. Perform a comparison between the COAs (e.g., develop crosswalk).

5. **Change** Section 2.2.3 Project Tasks and Activities, Task 3, as follows:

Task 3: Develop a draft UCOA design document.

- Based upon initial assessment and input from the State, develop a UCOA model as well as any necessary business rules (e.g., number of fields required per general ledger account) to support State requirements as set forth in "Section 2.2.4, UCOA Design Document Requirements". Include rationale and estimated impact of any recommended changes from the current COA (Task 2). Include mapping of draft UCOA structure and codes to the following two (2) current financial systems: FAMIS and FMS (DOE).

6. **Change** Section 2.2.3 Project Tasks and Activities, Task 4, as follows:

Task 4 (Optional Service): Work with the State's ERP "fit-gap" contractors to demonstrate how the proposed UCOA structure will be implemented in the application, including field definitions and usage; and reporting. Prepare a detailed summary of the results of work performed with the State's ERP "fit-gap" contractors.

7. **Change** Section 2.2.3 Project Tasks and Activities, Task 5, as follows:

Task 5 (Optional Service): Prepare a final UCOA design document, which incorporates findings from Task 4 and input from the State. Include mapping of final UCOA structure and codes to the following two (2) current financial systems: FAMIS and FMS (DOE).

8. **Add** the following paragraph to end of RFP Section 5.10:

The State reserves the right to request a firm fixed price agreement for Optional Tasks 4 and 5 after acceptance of the draft UCOA design (Deliverable #5).

9. **Change** RFP Appendix C, Cost Workbook, Instructions Worksheet, Item 4 as follows:

Consulting services fees for Payment Milestones 1 and 2 will be charged using a firm-fixed price which is to be calculated based on the Rate and the required number of Offeror hours to provide the proposed deliverables. Payments will be made using a deliverables-based approach. Consulting services fees for Payment Milestones 3 and 4 will be charged using a not-to-exceed time and materials (T&M) price which is to be calculated based on the Hourly Rates (offered in the proposal) and the required number of Offeror hours to provide the proposed deliverables. However, the State reserves the right to request firm fixed price agreement options for Tasks 4 and 5 after Payment Milestone 2.



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